

# FineSteps Photography Policy



## Consent

### Students of FineSteps Prior to 8<sup>th</sup> January 2024

We will assume you consent to school-related photography of you/your child to be taken and used for photographs/videos in publicity material (studio documents, website, media coverage and social media sites) unless you notify FineSteps otherwise.

If you do not consent for school-related photography of you/your child to be taken and used for photographs/videos in publicity material, please notify FineSteps via email to [nikki@finesteps.co.uk](mailto:nikki@finesteps.co.uk) using the following statement:

*"I (insert name) do not consent for school-related photography of myself/my child (insert child's name) to be taken and used for photography/video in publicity material."*

### Students of FineSteps After 8<sup>th</sup> January 2024

We ask on the FineSteps registration form for consent from students/parents for school-related photography to be taken and for photographs/videos used in publicity material (studio documents, website, media coverage and social media sites).

## Rationale

The word photography is used in this policy to include traditional photographs and digital images of any kind, still or moving.

For many years photography has contributed both profoundly and superficially to our culture. It plays a significant role in commerce, entertainment, and communication; it is commonplace in our homes, and it is an important element of dance.

At FineSteps we feel it is vital that achievements are recognised and that pupils feel valued, proud, and happy. Photography is a useful tool, and it is employed routinely in many ways, for example record keeping, displays, teachers' lessons and the student's own work.

Photography is also used for the press and other promotional purposes, including the website and social media sites (Instagram, Facebook, etc.). We are, however, sensitive to the wishes and rights of students/parents who may want to be specific about what their/their child's photographs/videos are used for.

## Taking Photographs and Video

Photography will not be taken of any pupil when they are vulnerable - upset or hurt. Photography will be taken to best promote the student, their achievements, and successes through dance, as well as feedback for analysis.

A register is kept of students who must not be included in photography used in publicity material. As well as a master register of all students, each class teacher will have access to an up-to-date register for students in the class and what permissions/consents have been given.

All reasonable measures will be taken to ensure that students are not photographed or videoed by a visitor to FineSteps. The exception to this may be where photography is taken by other attendees at a FineSteps event or by others at children's events or competitions.

## **Use and Storage of Photographs and Videos**

Photographs taken as records of events or for educational purposes may be used on social media. They are then archived after use. Photographs are not exchanged with anyone outside FineSteps or removed for private use by any employee or volunteer.

## **Website/Social Media**

Photographs of students are used minimally and anonymously on our website. Students/parents reserve the right to have any photograph of themselves/their child removed. Photography may be used on the FineSteps Instagram and Facebook pages.